



Lamoille Restorative Center seeks experienced professionals to join our growing team.

LRC is a nonprofit organization with a mission to uphold the dignity and resilience of individuals and families through restorative justice principles and programs.

Administrative Assistant

LRC is hiring a 16 hr/wk Administrative Assistant. The Administrative assistant will support the Restorative Justice (RJ) team by maintaining various databases and spreadsheets, filing paperwork with the court, maintaining client files, and responding to correspondence.

The ideal candidate will have a strong working knowledge of Microsoft Office 365, data entry, and client satisfaction surveys. Strong organizational skills are a plus.

The hourly pay rate is between \$19.10 and \$23.81. Additional benefits include paid combined time off (CTO), paid holidays, pre-tax dependent care deductions, paid family medical leave, and an annual training stipend.

Please submit a cover letter and resume to: info@lrcvt.org.

LRC is an equal opportunity employer and invites applications from professionals with lived experience. Applications will be accepted until the position is filled.